

Westwood Board of Library Trustees
June 11, 2018
Westwood Public Library, Meeting Room
660 High Street, Westwood, MA 7:30 pm

Director Perry called the meeting to order at 7:32pm.

In Attendance:	Trustees: Paul Fitzgerald, Chair, Mary Masi-Phelps, Wendy Thornton and Jessica Cole Library Staff: Tricia Perry, Director Absent: Mary Beth Persons and Maureen VonEuw
Reorganization of Library Board of Trustees	A Motion was made/seconded (Thornton/Masi-Phelps) to nominate Mr. Fitzgerald to be the Chairman of the Library Trustees. All were in favor. A motion was made/seconded (Fitzgerald/Thornton) to nominate Ms. VonEuw to be the Board of Trustees Secretary. All were in favor. Ms. VonEuw and Ms. Cole will be the liaisons to The Friends of the Library. Mr. Fitzgerald will be the liaison for the Permanent Building.
Approval of Minutes	Minutes were accepted as presented. A motion was made/seconded (Masi-Phelps/Thornton) to approve the Minutes from May 14, 2018. All were in favor.
Director's Report	Joan Courtney Murray, Human Resources Director will be posting the Teen Librarian position after July 1st. June 22nd is the deadline for reviews, Ms. Perry will need one, Mr. Fitzgerald and Ms. Masi-Phelps will do it. Currently 7 participants for the Homebound Delivery Service, Susan White has joined the delivery team. Librarians are visiting the schools discussing the Summer Reading Program. Teen Study Night will only be one night due to the finals schedule.
Budget Update	Ms. Perry said that the Budget will be close. The Salaries line could go \$2,000 over, or we could make it, not quite sure. We could use Mass Library funds if needed. Capital requests were all met at Town Meeting.
Islington Update	Ms. Perry said that we are just waiting on the Attorney General's office to approve the new zoning in Islington. After that and the P&S, the developer should start on construction. Plans for retention of some branch presence during construction may include a potential "pop up" space using Circulation laptop. Location options will need to be explored -

perhaps within ICC or an empty retail space.

Library 5th Birthday
Celebration Planning Update

Plans are all in order for the September 15th celebration from 12-3pm at the Main Library.

21st Century Fund

Ms. Masi-Phelps suggested talking to other libraries with Foundations and Friends of the Library.

Internet Use Policy (vote)

Ms. Perry ran it by the Town and the policy is all in order. Upon a motion made/seconded (Thornton/Masi-Phelps) to Approve the Internet Use Policy 2018. All were in favor.

Approval of Acceptances and
Expenditures:

Acceptances & Expenditures:
Mr. Fitzgerald asked for a motion and a motion was made/seconded (Thornton/Masi-Phelps).
All were in favor.

Establish Meeting Schedule
for FY19

Ms. Perry said that we will not meet over the summer. We have agreed on the first 2 meetings: September 6, 2018 and October 15. Ms. Perry will send out the additional dates.

New Business

Ms. Perry told us that the Main Gallery Area and the wall in the Community Room needs to be painted. Estimate for the work is approximately \$6500, Mr. Fitzgerald suggested taking the funds from State Aid.
Minuteman Library Crawl will take place on August 1 from 10-5. So far 15 out of 43 Libraries are participating. All participants will receive a Passport and will search for clues at each participating library.

Handouts

Agenda, Copy of Library Capital Schedule FY19, Departmental Expenditure Report, Director's Report June 2018, FY19 Capital Budget Memo, Library Trustees Acceptances & Expenditures, Minutes 5/14/2018, Monthly Stats May 2018, Westwood Public Library Internet Access Policy 2018

Adjournment:

At 8:21pm a motion was made/seconded (Masi-Phelps/Thornton). All were in favor.

Respectfully Submitted:
Jessica Cole